

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Farm Program

SALARY GROUP: B19

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 11/24/2015

POSITION #: 023230

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates agriculture program operations to include unit level farm activities, inventory control, productivity, and sales and distribution of farm commodities, both internally and externally; develops and recommends program guidelines, policies, procedures, rules, and regulations; and monitors compliance with agriculture laws and regulations and agency policies and procedures.
- B. Oversees the work of staff and offenders performing maintenance and repair of equipment, buildings, and storage facilities; and coordinates work assignments with other supervisors to ensure efficient use of resources.
- C. Participates in the development of program goals and objectives; prepares and reviews reports on the effectiveness of program production activities and recommends improvements; oversees the maintenance of farm operations records; and prepares program budget requests.
- D. Confers with staff on program issues and maintenance and repair problems to identify and implement solutions; provides training and technical assistance in the program areas; and serves as liaison between assigned farm and county, state, and federal regulatory agencies regarding agriculture-related activities.
- E. Assigns and supervises the work of others.
- F. Responds to emergency situations; and assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture, Agribusiness, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning agriculture program experience.

Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's license within six months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of livestock management methods and techniques to include safe and effective handling, feeding, and maintaining animal health.
2. Knowledge of crops management to include utilization of acreage and resources and conservation techniques.
3. Knowledge of proper uses and methods of application of agricultural pesticides, fertilizers, and livestock pharmaceuticals.
4. Knowledge of accounting techniques for efficient inventory control of production, supplies, and equipment.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to use, interpret, and create farm maps and aerial photographs.
14. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, various agricultural machinery and equipment, and automobile.